

Information

FOR

OUR FACTORY

AND OFFICE

EMPLOYEES

REVISED APRIL 15, 1942

**CURTISS-WRIGHT CORPORATION
AIRPLANE DIVISION
BUFFALO, NEW YORK**

292 6102

Please Read Carefully

NAME.....J. J. Jones.....

HIRED TO START

8:00 A. M.194....

8:30 A. M.194....

4:30 P. M.194....

1:00 A. M.194 ...

You are to report about 30 minutes before starting time at

.....Personnel Records Office, Plant No. 1—Kenmore

.....Police Gate Plant No. 1—Kenmore

.....Tunnel Entrance (Rear), Plant No. 2—Airport

Your pay is...\$7.00...per hour,per week,

on ☐ An Overtime
☒ A Non-Overtime Basis.

INSURANCE

As per your request, we have made the following insurance

effective as of.....194....

Metropolitan Group Life
and Sick and Accident.....

A Total Premium of.....per week will be
deducted from your paycheck.

Signed.....

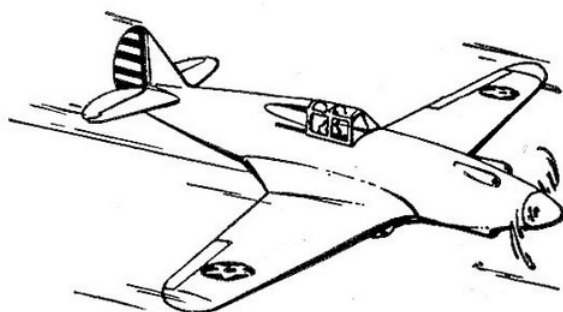
Employment Department



GLENN HAMMOND CURTISS - 1878-1930 - FOUNDER

INFORMATION

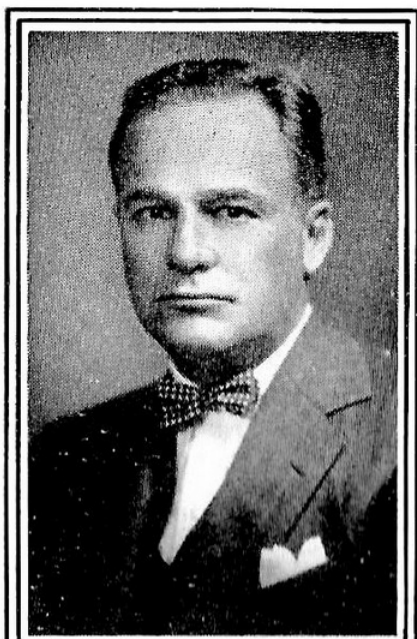
FOR OUR FACTORY &
OFFICE EMPLOYEES



CURTISS-WRIGHT CORPORATION
AIRPLANE DIVISION

Plants One and Two
BUFFALO, NEW YORK

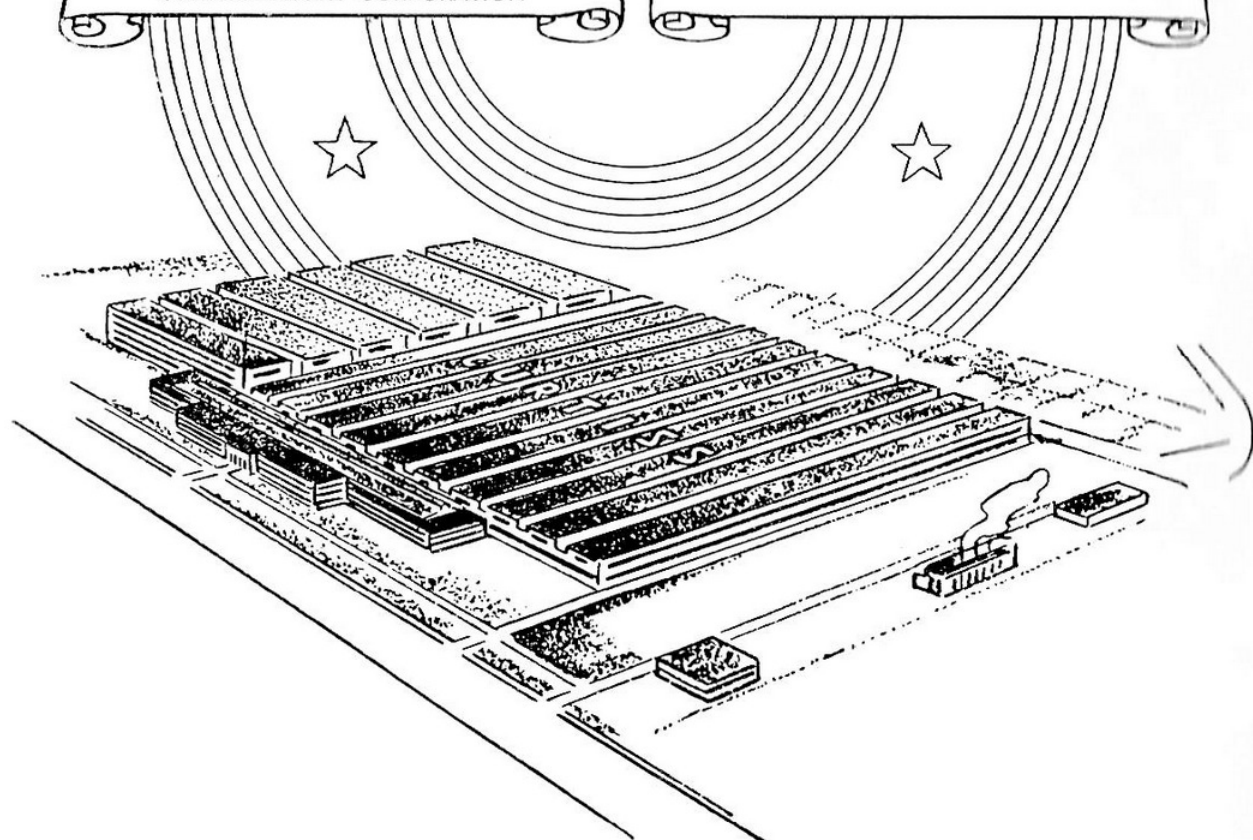
Guiding the Destinies of the



GUY W. VAUGHAN
PRESIDENT
CURTISS-WRIGHT CORPORATION



BURDETTE S. WRIGHT
VICE-PRES. IN CHARGE OF AIRPLANE DIVISION



AIRPLANE DIVISION



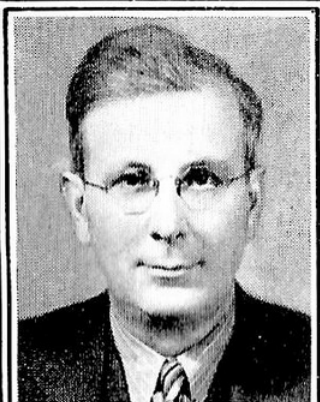
P. N. JANSEN
GENERAL FACTORY
MANAGER



W. J. CROSSWELL
DIRECTOR OF
MILITARY CONTRACTS



J. W. DUNN
DIRECTOR OF
QUALITY



G. S. LAPP
DIRECTOR OF
FINANCE



C. S. MATTOON
INDUSTRIAL RELATIONS
MANAGER



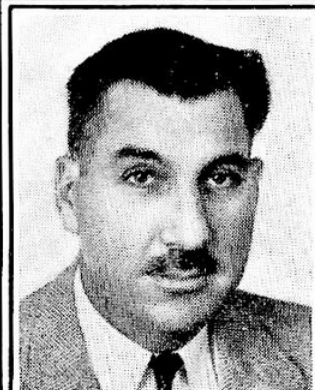
A. D. PALMER, JR.
DIRECTOR OF
PUBLIC RELATIONS



G. A. PAGE, JR.
CO-DIRECTOR OF COMMERCIAL
ENGINEERING



A. W. SMITH
ASSISTANT TO VICE-PRES.
AIRPLANE DIVISION



D. C. SMITH
DIRECTOR OF
TRANSPORT CONTRACTS

... at Buffalo Plants 1 and 2



J. P. HEALEY
COMPTROLLER
PLANTS 1 and 2



E. J. DUCAYET
MANAGER MILITARY CONTRACTS



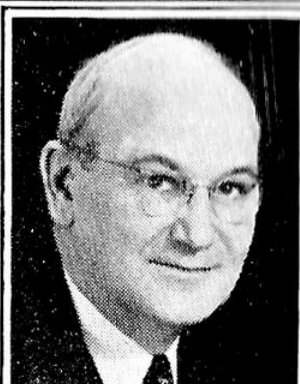
F. FLADER
CHIEF ENGINEER
PLANTS 1 and 2



A. E. SMITH
FACTORY MANAGER
PLANT 1



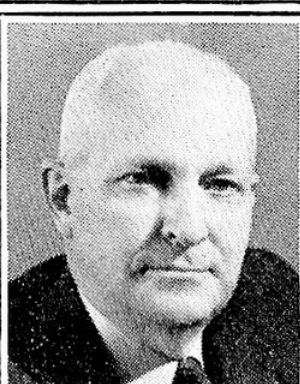
W. DAVEY
GENERAL MANAGER
PLANTS 1 AND 2



A. F. WIELAND
FACTORY MANAGER
PLANT 2



J. F. KNUDSON
QUALITY MANAGER
PLANTS 1 and 2



R. H. PUFFER
PERSONNEL MANAGER
BUFFALO PLANTS



R. H. PERSONS
PERSONNEL MANAGER
PLANT 2

Historically Speaking

March 12, 1908 was, indeed, a "red letter day" in history. On this memorable date, Glenn H. Curtiss, successful after a battle against seemingly unsurmountable obstacles, took the famous Red Wing off the ice at Lake Keuka, thus marking the first flight of a Curtiss plane and in the opinion of many, the Birth of Aviation.

Almost three years later, on December 1, 1910, the original Curtiss Aeroplane Company was incorporated in New York State and operations were started in a tiny factory in Hammondsport, New York with Mr. Curtiss as President. Today's substantial Curtiss-Wright Corporation, Airplane Division is a direct outgrowth of this humble beginning.

The first expansion of the original company took place in 1915, when the Churchill Street plant in Buffalo was constructed and placed in operation. By 1917, the North Elmwood Avenue plant had been completed. This huge structure, still in use and centered on a 72 acre parcel of land, covered thirty-one acres of floor space and was completed in ninety days. Still another plant was built at Garden City, Long Island and was in full operation by 1918. In these factories such famous wartime planes as the Curtiss JN 40-D or "Jennie" and its series and the Naval Patrol H and F Flying Boats were produced. The company at this time also manufactured the Curtiss OX-5, K-6, K-12, C-6 and C-12 airplane engines. Thus with the close of the World War the first successful milestone in the Curtiss-Wright Corporation Airplane Division's successful march of progress was passed.

During the next ten or twelve years, Curtiss concentrated on aircraft pioneering and development. Several now famous airplanes were introduced. Among the better known type were the Curtiss Orioles, the first civilian design employing monocoque type of construction and using laminated wood for the skin. This was followed later by the famous Curtiss Carrier-Pigeons, the first airplane designed and built specifically for carrying United States Mail. The Curtiss Condors were suc-

cessfully used in transport service in South America. It was during this period that the coveted Pulitzer Prize and Schneider Cup Trophy were won by Curtiss planes which established speed records for both land and sea airplane classifications. These latter speedy types were the forerunners of those designs currently in military service.

By 1929, the Hawk, Falcon, Helldiver and Condor Bomber series had been introduced to the military services. Also, the Robin, famous civilian airplane and product of a Curtiss subsidiary company located in Mo. had established a record for the nearest approach to straight-line civilian airplane mass production. It was in this year that an important consolidation of major factors in the aviation industry took place. The Curtiss-Wright Corporation was formed with the Curtiss Aeroplane Company, the Curtiss-Robertson Airplane Manufacturing Company, the Keystone Aircraft Corporation and the Wright Aeronautical Company as its subsidiaries.

With this consolidation the rights for the manufacture of Curtiss Airplane engines were transferred to the Wright Aeronautical Corporation. Military aircraft was again being purchased and business seeming to warrant the construction of new quarters, the present Buffalo plant "I" was completed in 1929. The equipment and personnel of the Garden City and Keystone plants were moved to Buffalo and the manufacture of military aircraft solely began in this factory.

The Curtiss plant in Mo. continued with the production of commercial designs for airline use. Among these types was the Kingbird, a twin engine, eight-place cabin monoplane and the Thrush, a single engine six-place cabin monoplane. These rounded out and augmented the line of Condor transports, products of this plant.

To facilitate production of military aircraft in Buffalo, five new buildings were added during the years of 1938 and 1939.

These additions proved to be extremely helpful in speeding up output and meeting contract dates, but they were not enough. During the latter part of 1940, ground was broken for three new plants. These new plants are located in New York, Missouri, and Ohio.

Curtiss military airplanes are operated in all of the Air Forces of the United States Government, including the Army Air Corps, the Navy, Coast Guard, Marine Corps, the National Guard and Naval Reserve. Curtiss pursuit planes for the Army, since 1923, have been outstanding in performance. Similar designs have been used by the Navy as ship-board fighters. The pursuit planes have been supplemented by attack aircraft for the Air Corps and with observation and dive bomber types for the Navy. In addition to these, Curtiss has developed a line of speedy interceptors as well as single and twin-engine trainer designs.

Export business has been extremely helpful in assisting the organization to maintain production standards and to progress steadily. The Curtiss Hawk has lead pursuit squadrons of friendly foreign governments throughout the current war. The new low-wing version of this plane has replaced many of the older Hawk types in service and is the proud successor to the earlier series. Curtiss experimental and research work continues to set the pace in the aviation field and with the continuance of this superior workmanship, Curtiss is sure to hold its place at the top of the aviation industry.

Purpose of this Book

The purpose of this book is to give you information regarding your job, the plant in which you work, and the policies and regulations which prevail to make our association mutually satisfactory and beneficial.

The company has a right to expect certain things of you and you in turn have the right to expect certain things of the company. The best interest of both employees and the company depends on a proper spirit of team work.

Should any question arise which is not covered herein do not hesitate to consult your Supervisor or the Personnel Manager for advice.

The regulations and rules in this book supersede all previous regulations and rules inconsistent therewith.

Special regulations and rules may be issued at any time by proper authority.

The regulations and rules herein may be rescinded, changed or supplemented at any time in the judgment of the Management of the Company.

UNITED STATES GOVERNMENT REGULATIONS

Your attention is called to the following United States Government Regulations:

ALL EMPLOYEES ARE WARNED that many projects carried on by this company are classed as "CONFIDENTIAL", "RESTRICTED" OR "SECRET" by the United States Government and that all information regarding such projects is considered to affect the national defense.

EVERY PERSON CONNECTED WITH THIS COMPANY is subject to the restrictions and penalties imposed by certain sections of the Espionage Act which says in part; "UNLAWFULLY OBTAINING or permitting to be obtained INFORMATION affecting the national defense . . . or . . . "Whoever HARBORS OR CONCEALS ANY PERSON WHO he knows or has reasonable grounds to believe

or suspect, has committed, or is about to commit, an offense . . . "SHALL BE PUNISHED BY IMPRISONMENT FOR NOT MORE THAN 10 YEARS AND MAY IN THE DISCRETION OF THE COURT BE FINED NOT MORE THAN \$10,000."

Further sections of this law provide more drastic punishment for various other offenses, such as disclosing information of the above character to any person having connections with a foreign power. Complete texts of the sections of the Espionage Act affecting you as an employee of this Company are available for your further information in the Personnel Department and the general files.

AIRCRAFT PROCUREMENT ACT

The Aircraft Procurement Act of the United States of America, Public 446, Sec. 10 (J) 7-2-26, provides in part substantially as follows: That no aliens (non-citizens) shall be permitted to have access to work under construction involving aircraft, aircraft parts or aeronautical accessories for the United States Government. The statement of an individual that he is a United States Citizen is insufficient as proof. It is necessary that each employee furnish the company with substantiating documents (Final Citizenship Papers or Birth Certificate).

CURTISS PLANTS

The Curtiss Airplane division—Buffalo Plants operates two separate factories: Plant 1 at Vulcan and Kenmore Avenues, Buffalo, and Plant 2 on Genesee Street, Cheektowaga, next to New Buffalo Municipal Airport.

LABOR POLICY

Employees of this Company are free to join any union they please or to refrain from joining any union at all. The Company never has and never will either discourage or encourage membership in any union or discriminate against any employee for joining or assisting any union of his own choice. The Company now recognizes and always has recognized the

right of its employees under the National Labor Relations Act to bargain collectively through representatives of their own choice.

Any individual employee may present to the Company any grievances he or she may have to which the Management will give prompt and careful attention.

HIRING AGES

The minimum age for any employee, male or female, is eighteen years. No maximum hiring age is established. The determining factor shall be based on physical fitness as shown by the physical examination required on all applicants.

EMPLOYMENT PROCEDURE (APPLICATIONS)

All persons seeking employment at either plant should make application at the Employment Office located at Plant 2, Airport.

Applicants whose qualifications are approved by the Employment Department will be called in whenever jobs are available for which they may be eligible and qualified. A physical examination is an essential part of the employment routine. If accepted by the medical examiner authorized by the company the applicant returns to the Employment Office where he is given information and instructions concerning his entry into the employ of the company. Necessary papers and factory or office pass are prepared by the Employment Office.

Applications for technical positions in the Engineering Department are forwarded to the Chief Engineer by the Employment Department and all future negotiations with the prospective employee are carried on by the Chief Engineer and the applicant. Formal hiring record procedures for Engineering Personnel must be handled by the Employment Department.

Supervisors are not authorized to promise employment to any individual without first consulting the Employment Manager. The Employment Office is glad to receive recommendations of individuals from Supervisors or any employees who will make such recommendations based entirely upon the following provisions:

1. Due to the confidential and technical nature of our business, applications must be filed in advance of interviews.
2. Only one application is necessary.
3. All applications remain on file for several months.
4. Each mechanic must have a complete set of tools for his particular job.
5. All applicants must show proof of American Citizenship before being hired.
6. Applications are considered on the basis of experience and training only. Date of filing of application is of no importance.
7. The Employment Department has been instructed by the Management to select and hire all Employees as requested by formal requisitions issued by the Department Managers. Foremen and Department Managers are called upon, when necessary, to determine the qualifications of applicants. Telephone operator is not permitted to call Foremen out of the shop.
8. All former employees are recalled on the basis of the Seniority Plan.

RELATIVES

No person having a direct relationship (or once removed) is to be assigned work directly or indirectly under the supervision of a direct relative.

FOLLOW-UP ON NEW EMPLOYEES

It is the policy of our Company to formally check the record of new employees 30 days after date of employment, 90 days after date of employment, and every 6 months thereafter. This is to insure proper classification of employees for record purposes.

Further follow-up will be made from time to time to check the progress of the employee. Every consideration will be given employees to help them succeed.

GATE PASSES

A gate pass and a Departmental badge are given each employee at the time of employment. The gate pass and the Departmental badge must be shown to the Guard when entering the plant. Badges must be worn so that they may be seen at all times. When passes or badges have been lost or worn out, new ones may be secured at the Personnel Records Office.

Salaried employees who report for work and are without their gate passes will be docked a minimum of 2 hours for time consumed in returning to their homes to obtain the same. They will be given an alternative of securing a new pass without returning home and may do so in their own absolute option. If a salaried employee still has his pass and has not lost it, a temporary pass will be issued to him upon payment of a fee of 50c. For those employees who have lost their previous passes, new permanent passes will be issued at a fee of \$1.00. Lost badges will be replaced at a fee of 50c.

The existing procedure with respect to hourly paid employees will be continued whereby such hourly paid employees who report for work without passes will be docked wages for the actual amount of time consumed in going home to obtain them. They also have the alternative of securing new passes without returning home and may do so in their own absolute option, securing a temporary pass at a 50c fee and a permanent pass at \$1.00 fee in the same manner as for salaried employees. Lost badges will be furnished for a fee of 50c.

Due to the restrictions of the United States Government governing entrance to our plant, employees are reminded of the fact that should their pass fall into the hands of unauthorized persons and be used to gain entrance into the plant, the employee may be held responsible for the violation of the Government Regulations in force.

CHANGE OF ADDRESS

It is important that the Personnel Department have the correct address of each employee. The Personnel Records Office should be immediately notified of any change. Notification to Supervisors is not sufficient. If the employment records

are not correct it is, of course, impossible to get in touch with the employee should special occasions warrant, or should the employee be laid off, it is impossible to contact him for recall. There are other obvious reasons for having correct addresses on file including notification of family or relative in case of sickness or accident, etc.

TOOL CHECKS

Tool checks are issued to employees by the Tool Crib. Employees having tool checks must procure a tool clearance signed by the Tool Crib when leaving the employ of the company. Final pay cannot be obtained until such clearance is presented to the Cashier by the employee.

TRANSFERS

Transfers of employees are made as conditions warrant. All transfers must have the approval of the Department Head involved, the Superintendent and the Factory Manager.

SENIORITY

(a) New employees shall be regarded as temporary employees until they have been employed for thirteen (13) consecutive weeks, and shall not during such period be placed on any seniority list. There shall be no responsibility for re-employment of temporary employees if they are laid off or discharged during this period.

(b) After thirteen (13) consecutive weeks names of new employees shall be placed on a seniority list and thereafter seniority shall prevail on a departmental basis by job classifications.

(c) All lay-offs and re-hiring shall be in accordance with the principles of seniority as herein established. No new employees shall be hired to perform any work which laid-off employees with seniority status are capable of performing and willing to perform.

(d) When an employee is transferred from one depart-

ment to another, for increase of plant efficiency or other reasons, there shall be no loss of seniority. However, in case of a temporary transfer (not to exceed thirty (30) days) an employee will retain his seniority in the department or classification. In the event an employee, for any reason, has not been engaged for a period of thirty-six (36) months in a classification in which he was once qualified, he shall not maintain seniority in such classification or classifications in the event of recall after a layoff and neither shall an employee be permitted to exercise any rights to seniority in a previous classification when a reduction in the working force is being made.

(e) Seniority shall be lost for the following causes:

1. Voluntary quitting.
2. Discharge by the Employer for cause.
3. Layoff for eighteen (18) consecutive months.
4. Failure to return to work, after layoff, within five (5) working days (excluding Saturdays, Sundays, and holidays) after being notified to report, or failure to give a satisfactory explanation for not reporting within two (2) weeks after date of call.

(f) All employees and laid-off employees with seniority status shall keep the Employer advised of their addresses, and notification to report shall be deemed to have been sufficiently made if sent by the Employer to the last address given by the employee. Notification to any former employee to report for work will be handled by the Personnel Department. Any reply to such notification will not be considered official unless received from the former employee directly by the Personnel Department only.

RELEASES

When an employee is released from the employ of the Company, for any reason, he must return his gate pass, departmental badge, tool checks, and other equipment belonging to the Company before his final pay is given out.

At Kenmore, Plant 1, tool checks and equipment must be

turned in at the Tool Crib, and the pass and badge turned in at the Personnel Records Office.

At the Airport, Plant 2, tool checks and equipment must be turned in at the Tool Crib and the pass, badge, and lock turned in at the Personnel Crib.

Each employee has the privilege of an exit interview with a Personnel Counselor, and due consideration will be given to any complaints. If necessary, these will be forwarded to a higher authority for attention.

When an employee is separated from the company for any cause the Foreman must make out a removal notice for the Personnel Department files. In the case of "Quit" or "Discharge" the Foreman has the privilege to indicate on this notice whether or not he desires to reemploy the individual in his department at any future time. The Foreman cannot, however, bar an employee from consideration in another department.

DISCIPLINE

Foremen should be notified immediately by the employee of any spoiled work and a detailed explanation of how it happened should be made. By doing this at once any penalties which might be inflicted will be reduced if not suspended.

If disciplinary action other than discharge is necessary for infraction of rules or regulations, or for negligence on the part of the employee, the Foreman must inform his Superintendent and the Personnel Manager of the action taken and the facts concerning same.

WORK WEEK

The work week for both Office and Factory Employees will start at 8:00 a. m. Saturday. (Subject to change without notice).

WORKING HOURS

Daily working hours for both manufacturing and office departments vary. Full information will be issued from time to time as conditions warrant changes.

In general the basic work day is 8 hours and the work week 40 hours. However, the work day and the work week may be subject to change without notice due to the current national emergency.

MINIMUM RATES

The minimum hiring rate for hourly employees is 60c. Thirty days from date of hire this is automatically increased to 65c, at sixty days to 70c, and at ninety days to 75c.

OVERTIME

Hourly Paid Employees

Hourly rate employees shall be paid the overtime rate (time and one-half) for all work in excess of 8 hours per day, Monday through Friday, except special cases.

All work on Saturday is paid for at the overtime rate of time and one-half except in special cases.

Work on Sunday and recognized Holidays by hourly rate employees only shall be computed as double time except in special cases.

Salary Paid Employees

Salaried employees, eligible to receive overtime under the Wages and Hours Act and the Walsh Healy Act shall be paid at the overtime rate (time and one-half) for all time actually worked in excess of 40 hours per week, except in special cases.

Salaried employees eligible to receive overtime will receive time and one-half for Saturday work and double time for Sundays and recognized Holidays provided that such work is in excess of 40 hours during the current work week except in special cases.

For complete details of current overtime payment methods, consult the Timekeeper's Wage Payment Manual.

RECOGNIZED HOLIDAYS

Decoration Day
Independence Day
Labor Day

Thanksgiving Day
Christmas Day
New Year's Day

TIME CLOCK REGISTRATION

Every employee unless specifically instructed to the contrary must punch a time card upon entering or leaving the plant. Hourly rate employees must punch their time cards IN at the beginning of a shift and OUT at the end of a shift.

Employees working overtime shall punch OUT at the end of the regular shift and IN following their lunch period. Overtime continued past seven o'clock must be interrupted by a thirty minute lunch period. This is a requirement of the New York State Law which provides that any overtime later than 7:00 P. M. shall be interrupted for a thirty minute lunch period.

No employee may punch another's clock card. Violation of this rule will result in discharge.

PENALTIES

A penalty equal in amount to one hour's pay computed at the rate at which the employee is working on that day will be applied when an employee fails to ring his clock card IN or OUT.

Hourly rate employees whose cards are punched IN after the regular starting time will be paid from the next tenth of an hour following punching in.

GROUP BONUS PLAN

A good part of our work is carried on under a group bonus plan. The bonus plan in no way affects the base rate of pay of the employee. In other words, an employee when hired is paid an hourly rate in keeping with his ability in the job for which he has been hired. The bonus plan simply gives additional earnings to the extent of production in the department or group, in excess of standard, which is 100%. All employees working in a group on standards shall benefit by whatever percentage above standard is earned by the group. As an example we will assume that a group for a period of one week exceeds the standard production by 10%. Each employee in that group will receive 10% additional pay for that period.

In the event the group does not produce 100% of standard for any one week, such loss in minutes shall be made up during future periods before credit for production in excess of 100% is paid. The basic hourly rate is guaranteed under all circumstances. Certain non-productive departments receive a bonus which is one-half the average shop bonus.

PAY DAY

Both salaried and hourly paid employees are paid by check each Friday for the previous week except whenever this day falls on a holiday, in which case checks are distributed on Thursday.

PAY ADVANCES

Advances will be granted only in case of emergency. Advances must be approved by the Foreman, Superintendent, and the Factory Manager. The reason for the advance must be shown on the request. (Constant requests for advances will not be tolerated.)

GARNISHEES AND WAGE ASSIGNMENTS

As a policy we do not recognize garnishees or commercial credit wage assignments. Therefore, if your salary is garnish-

eed or becomes subjected to a commercial credit wage assignment you will be immediately discharged.

JOB CLASSIFICATION

All employees are classified in accordance with their abilities in one or more specific job classifications. Seniority lists are based on job classifications. Individual job classification records are surveyed at least twice each year.

TRAINING SCHOOL

The Company maintains and operates a training school at 638 High Street, Buffalo. This school not only prepares inexperienced individuals to enter the shop, but provides upgrading and Foremanship courses for those desiring and eligible to take them.

VACATIONS

(a) Hourly employees who prior to May 31st of any year have had the length of continuous employment specified in the table below shall be entitled to vacations with pay, at straight time, as indicated. The work "days" means working days of eight (8) hours.

6 months but less than 8 months.....	2 days
8 months but less than 10 months.....	3 days
10 months but less than 12 months.....	4 days
One Year or over—(1 week, 40 hours).....	5 days
Two Years or over	6 days
Three Years or over	7 days
Four Years or over	8 days
Five Years or over	9 days
Six Years or over (2 weeks, 80 hours).....	10 days

Salaried employees having twelve months of service prior to May 31st of any year will be allowed two weeks vacation. Salaried employees having less than twelve months of service will receive proportionate vacation credit.

(b) Whenever possible vacations will be given at the times most desired by the employees, who will be permitted to indicate their choice by order of seniority. The customary vacation period will be during June, July, and August. The Employer, however, reserves the final right to allocate vacations.

(c) During the present emergency the Employer reserves the right to shorten or eliminate vacations entirely, but in such event the employee shall receive vacation pay at straight time for any period to which he was entitled as vacation as set forth above.

(d) When an employee is laid off or enters military service, he shall receive his accumulated vacation pay.

The full text of the vacation plan is available upon request in the Personnel Records Office, and all vacations are governed thereby.

PERSONNEL COUNSELORS

Representatives of the Personnel Department known as Personnel Counselors are located in offices throughout the plant. These Counselors frequently send for employees for general interviews and also interview employees upon request of their Foreman. The Personnel Counselors have information concerning employees' hospitalization, educational training, etc.

EMPLOYEE TOOL STORE

The company has established a Tool Store where employees may purchase various types of precision tools. At Plant No. 1 the store is located across from the Personnel Records Office, and at Plant No. 2 it is located at the Personnel Crib. Store hours are from 7:30 A. M. to 8:30 A. M. and during lunch hour at noon, and from 4:00 P. M. to 5:00 P. M.

SELECTIVE SERVICE

Immediately upon reporting for work in the department to which you have been assigned, it is important that you inform your Foreman of your Selective Service status.

If you have received your questionnaire, report this fact to your Foreman at once. If you receive your questionnaire at a later date, be sure to advise your Foreman immediately.

SMOKING

Smoking in the factory except in certain specified areas and specified times is strictly prohibited. Violators of this rule are liable to discharge. Factory employees are not permitted to come to office building for purpose of smoking at any time. Because of the fire hazard of sulphur matches, their use is strictly prohibited, and no employee shall bring matches of this type into the plant.

GROUP INSURANCE

All employees are eligible for both Life Insurance and Health & Accident Insurance at greatly reduced rates. This Insurance must be taken out by employee desiring same at the time employee starts work or within thirty days following the date of employment. Insurance can be obtained at any time after such thirty days upon evidence of insurability (Doctor's Examination). However, the employee must pay for this examination.

All employees are urged to take advantage of this opportunity as the cost is only a few cents a week and the benefits are of great value.

Information concerning employee's hospitalization insurance may be obtained from the Personnel Records Office or from the Personnel Counselors.

REST PERIODS

No rest periods are provided for men or women employees during working hours.

APPRENTICES

The company maintains an Apprenticeship Plan whereby young men are given three or four years of organized training.

Briefly, the qualifications for entry are as follows: Applicants must be in the employ of the company for a period of not less than three months before making application, they must be under twenty years of age, and must be graduates of a Vocational School (aviation) or its equivalent. Each applicant must receive the unqualified endorsement of at least two Supervisors before his application will receive consideration by the Apprenticeship Committee.

The full text of the Apprenticeship Plan is available upon request in the Personnel Department and all apprenticeships are governed thereby.

FOREMANSHIP

The Management conducts a series of meetings each year whereby qualified people receive instruction in the principles of Foremanship and Industrial Management. In general applicants must be Supervision in order to gain admission to this class.

VISITORS

We regret that it is impossible to comply with the many requests of our employees to visit the factory with friends. Government regulations prohibit this practice unless permission is first obtained by the Management from the Military Authorities.

INTER-PLANT TRANSPORTATION

A regular bus service is provided for interplant transportation, with a regular schedule of arrivals and departures. In special cases, at the direction of his Department Head, an employee may drive his own car and be reimbursed at the rate of \$1.00 per round trip. In either case, interplant transportation must be authorized by a special pass issued for that purpose by the Department Head or Supervisor.

TIME CLOCK REGISTRATION RULES

1. No clock card is to be rung more than 29 minutes prior

to starting time unless specific authorization is given in advance by the proper Department Head. Example:—If starting time is 8:00 A. M., employee must not ring in prior to 7:31 A. M. without specific advance authorization.

2. Twenty-nine minutes or less after regular quitting time will not be considered as overtime.
3. A penalty equal in amount to one hour's pay computed at the rate at which the employee is working on that day will be applied when an employee fails to ring his clock card IN or OUT.
4. All time will be computed to the nearest tenth of an hour. Therefore, if an employee rings in one to six minutes late, $1/10$ of an hour will be deducted from his overtime; from seven to twelve minutes late, $2/10$ of an hour, etc. The same rule applies to employees who ring out in advance of quitting time. Example:—Assume employee rings out at 4:29 P. M. and regular quitting time is 4:30 P. M., and employee works 4 hours overtime that employee will be paid for $3.9/10$ hours overtime.
5. Overtime will be paid in accordance with the schedule outlined on Page 18.
6. Should a holiday fall in any work week and should it be required in some cases that work be done on Saturday, the payment of overtime will be limited as stated in (4) and (5) above.
7. Employees who do not leave the plant for supper and who work after 7:00 P. M., will have a deduction of 30 minutes each from their time card records for supper period.
8. Certain Engineering Department and Tool Design employees record their time on weekly time tickets. These tickets must include overtime and overtime bonus hours. Example:—If an employee works 8 hours regular day

and one hour overtime, he should charge 9-1/2 hours on his time ticket.

9. If an employee goes out of town on Company business, time must be reported by means of a "Fieldmans Report" form obtainable from the Chief Timekeeper's Office.
10. All employees are required to ring their time cards IN and OUT daily. There will be no exception to this rule.
11. Employees loaned from one plant to another are required to obtain a "Loaner" clock card from the Chief Timekeeper.
12. No employee punching IN more than 29 minutes before starting time or punching OUT more than 29 minutes after quitting time will be paid for overtime unless covered by an overtime pass.
13. An employee absent on pay day may obtain his check from his timekeeper when he returns to work.
14. The Company retains one week's pay to the credit of each employee. This amount is paid when the employee is removed from the payroll. When an employee has a continuous absence of one week or more, he will not receive a check when he returns until he has worked an additional week.
15. No duplicate paychecks will be issued until 60 days have elapsed from the date the loss is reported. An employee who losses his paycheck should report the loss promptly to his Department Timekeeper.

General Rules

WORKING RULES

1. Each employee must be at his or her place ready to start work promptly when the starting gong sounds. Morning and noon warning signal sounds five minutes before starting time.
2. Any employee leaving the plant during working hours must obtain a gate pass from his Foreman, and hand it to the Guard when leaving the plant.
3. When desiring to be absent, an employee must obtain permission from his Foreman, or if unexpectedly detained from the plant must send word to his Foreman or the Personnel Records Office immediately. Salaried employees who fail to report illness before 10:00 A. M. will be considered absent due to personal reasons and will lose the time.
4. At least three days notice of resignation is required; otherwise employees must wait until regular pay day for wages due. Foremen must notify Payroll Department immediately upon receipt of such information. Resignation breaks seniority and vacation pay allowance.
5. Company telephones must not be used to transmit or receive personal messages. Telephone messages for employees concerning illness or death will be received by our Operator and immediately transmitted to the employee.
6. Employees are not permitted to leave their department at any time for any reason without first obtaining an Interdepartmental Pass issued by their Foreman.

7. Employees will not be paid for overtime unless an "Overtime Authority Pass", Form 17, signed by their Foreman, is given to the Guard when they leave the factory. When your Foreman asks you to work overtime he will give you this pass. "Time In" and "Time Out" information must be filled in by the Guard. See to it that your clock number and name are on the pass.
8. This company uses reasonable care and caution in the protection of employees' tools but will not be held responsible if such tools are lost, damaged, or stolen.
9. The theft or misappropriation of any article belonging to the Company or to another employee will result in automatic discharge. In the case of U. S. Government property, the information will be turned over to the Federal authorities for such action as may be deemed proper.
10. Considerable confusion and loss of time results from employees not returning jigs, fixtures and tools to the Tool Crib immediately after finishing with them. Each employee is requested to return all tools to the Tool Crib as quickly as possible.
11. Workmen are held responsible for tools loaned them by the company, and a tool clearance must be obtained from the Tool Crib before you will be paid your final wages, if you are leaving the Company's employ; also if you have been absent and wish to be paid all salary due you.
12. All employees are expected to use reasonable care in the handling of company material and tools. Any employee found willfully destroying or roughly handling either company tools or material will be subject to dismissal.

13. Employees taking personal property other than tools from the factory must obtain a "Package Exit Pass" from his Foreman and hand it to the Guard at the exit when leaving the plant. Package Exit Passes for employees' tools or the loan of the Company's tools are issued only by the Tool Crib. When you leave the Company's employ your tool box must be inspected and sealed by the Tool Crib. Do not break the seal. Evidence of trying to leave with Company property and without a "Package Exit Pass" will be considered sufficient cause for immediate dismissal.
14. The automobile speed limit on Company property is fifteen (15) miles per hour. All cars must come to a dead stop at "STOP" signs. A violation of these traffic rules means that the employee will lose his right to park on company property.
15. If you have an automobile parking space assigned to you and leave the employ of the Company or stop using the space for any reason, you cannot assign such space to another employee. Parking spaces are allotted only by the Personnel Manager. Automobiles are parked at employees' own risk and the company is not responsible for any damage or loss.
16. The Company maintains a large parking area adjacent to the factory buildings. Parking in this area is controlled by the Police Department, and you are expected to follow the directions of the officer in charge at all times. Refusal to do as directed will result in immediate discharge. Automobiles are parked at the employees' own risk and the company is not responsible for any damage or loss.
17. Both office and factory employees have been in the habit of going to the Cafeteria during working hours for

lunches. This practice is not looked upon with favor. Therefore, unless absolutely necessary such practice shall be stopped. Employees are not permitted to leave their work early in order to avoid the rush in the Cafeteria.

18. As a policy each Department Head shall permit the employees in his department to use a reasonable amount of time at the close of the last working day of the week to generally clean up work benches and machines. All employees are expected to cooperate in this connection.
19. Factory employees are not permitted to wash up or to otherwise prepare for leaving the plant prior to the sounding of the quitting bell.
20. Men reporting for work who come in early must not go to their departments unless requested to check in to receive instructions.
21. It is imperative that cleanliness be maintained in the toilets. Good housekeeping is the responsibility of each employee.

FIRST AID AND SAFETY RULES

1. Accidents to employees while at work must be reported and receive immediate attention at our First Aid. If an accident is not reported and later turns out to be of a serious nature, you may have difficulty in obtaining compensation.

Please do not expect our First Aid Department to cure common ailments, such as colds, headaches, indigestion, etc.

Leave the First Aid immediately after receiving attention.

2. Any employee who has been suffering from a contagious disease will not be permitted to return to work unless the First Aid Department is furnished with a doctor's certificate stating that he or she has fully recovered, that danger of communicating the disease has passed, and that it is entirely safe for the employee to return to work.

Any employee who has been absent because of illness will, upon request, submit to an examination by the company doctor to determine his fitness for work.

3. Each employee is expected to keep his work bench or machine in a clean and orderly condition at all times. Material and parts may be stored underneath the benches on the shelves but such items must be piled neatly. Do not create a definite fire hazard by stuffing oily rags or waste in out of the way corners.
4. All defects in machinery, tools, guards, buildings, or other equipment must be reported to your Foreman. Keep guards in place and guard doors closed. Do not stand material against guards or damage guards, as they are put on machinery for your protection.
5. Smoking by factory employees is not tolerated in the shop or outside of buildings, which includes toilets, except during such periods as smoking is allowed in authorized areas. Any employee breaking this rule is subject to discharge.
6. It is imperative that all soiled waste, rags, and rubbish of any description be placed in cans provided for that purpose. Do not fasten the drop covers of these cans open.
7. Passage-ways in the shop and throughout the yards must be kept clean.

8. Be economical and careful in the use of compressed air. Do not use it to clean your clothing as this is a dangerous practice.
9. Employees must conduct themselves in an orderly and gentlemanly manner about the plant. No running, crowding or other rowdiness is permitted. Do not play baseball or football in the yard.

GENERAL RULES

1. Solicitation of union membership or the transaction of union business on Company property during working hours is prohibited. All discussion of union or other matters which results at any time in the collection of a crowd or in any other form of disorder on Company property is also prohibited. Employees violating these rules will be liable to discharge.
2. The circulation of petitions and solicitation of subscriptions or contributions is forbidden upon Company property except when approved by the Factory Manager.
3. No circulars or other written or printed material may at any time be distributed on Company property or posted on the bulletin boards without the approval of the Personnel Manager. Employees violating this rule will be liable to discharge.
4. Bulletin boards are provided for special notices. All employees are expected to read them and will be held responsible for the observance of all rules and regulations posted thereon.
5. No employee shall use or cause to be used the name of the Company, Company stationery or stationery purport-

ing to be Company stationery for any purpose whatever without proper authority.

6. Employees are not permitted to do personal work on Company property at any time.
7. Personal visits or personal telephone calls will not be permitted during working hours.
8. Personal mail and packages should not be addressed in care of the company. This rule especially refers to vacation post cards.
9. Do not read newspapers, sleep, or loiter in toilets.
10. Any article lost or found should be reported at once to the Police Office at Plant 1 and to the Personnel Crib located in No. 1 Locker Room, at Plant 2
11. The use of, or the bringing of intoxicating liquor or narcotics into the shop is strictly forbidden and any employee breaking this rule will be discharged immediately.
12. Any employee found gambling in any form as: baseball pools, horse racing, number games, treasury pool, etc., during working hours, will be discharged immediately.
13. Employees are not permitted to bring anything into the plant for sale. This also applies to canvassing other employees for the purpose of selling tickets, subscriptions, automobile accessories, etc.
14. In Plant 1, facilities have been provided throughout the factory and office for coats and hats. All employees are requested to use these racks in order that the plant may have an orderly appearance at all times. The Com-

pany is not responsible for loss of or damage to employees' apparel while same is on Company property.

15. In as far as possible, lockers have been made available in the basement of Plant No. 2. Each employee is assigned a locker and issued a padlock. Each padlock has a separate combination. If, for any reason, the employee leaves the Company, the lock must be returned with the badge and pass. Failure to return the lock will result in \$.75 being deducted from the final pay check.
16. In addition to the cafeteria, two rooms are available at Plant 2 for the benefit of those employees who bring their own lunches. These rooms have adequate seating facilities and are equipped to serve coffee and soft drinks.
17. The Management reserves the right to use all pictures or photographs in accordance with its discretion and judgment.
18. Loud talking, laughter, or loafing in the shop, office, or corridors during working hours will not be tolerated.

Scanning by: S.R.M. of Western NY

Edited and Posted: August 28, 2016

Editor: Brian D. Szafranski; Elma, New York USA

Courtesy: Western NY Gas & Steam Engine Assoc.

Alexander, NY — www.AlexanderSteamShow.com

"AMERICA MUST WIN THIS
WAR. THEREFORE I WILL
WORK; I WILL SACRIFICE; I
WILL ENDURE; I WILL FIGHT
CHEERFULLY AND DO MY
UTMOST, AS IF THE ISSUE
OF THE WHOLE STRUGGLE
DEPENDED UPON ME ALONE."

(Note from a Soldier's Diary.)